

STATE OF CALIFORNIA
**RECORDS RETENTION SCHEDULE
APPROVAL REQUEST**
STD. 72 (REV. 7-92)

12/5/94
qms

Submit three copies with three copies of the
Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES
OFFICE OF INFORMATION SERVICES
1500 5th Street, Room 116
Sacramento, CA 95814 (or IMS C-39)

(916) 445-2294 or CALNET 485-2294

NEW SCHEDULE INFORMATION (If applicable)	(6) SCHEDULE NUMBER	(5) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)
	94-31	10/94	3	88
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL DATE(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
	93-14	93-128	4/22/93	2, 3

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE - MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS <i>James D. Chambers</i>	(14) TITLE <i>Assistant Chief, Planning</i>	(15) DATE SIGNED <i>10-26-94</i>
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In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE - RECORDS MANAGEMENT ANALYST <i>Delmira Rosas-Pettit</i>	(17) TITLE <i>Records Management Analyst II</i>	(19) TELEPHONE <i>(916) 654-2869</i>	(20) DATE SIGNED <i>11/30/94</i>
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PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

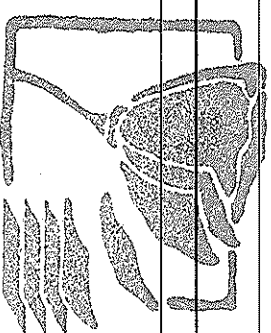
(21) SIGNATURE - DISCONSULTANT <i>Delmira Rosas-Pettit</i>	(22) APPROVAL NUMBER <i>94-305</i>
(23) DATE <i>12/20/94</i>	(24) DATE SIGNED <i>12/20/94</i>

PART III ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (25) ☐ Contains no material subject to further review by the California State Archives

- (26) ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



**CALIFORNIA
STATE ARCHIVES**

(27) SIGNATURE - CHIEF OF ARCHIVES <i>John F. Burns</i>	(28) DATE SIGNED <i>JAN. 03 1995</i>
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STATE OF CALIFORNIA
RECORDS RETENTION SCHEDULE

STD 73 (REV 5-90)

See instructions in SAM 1600

DEPARTMENT (1) Developmental Services		SCHEDULE NUMBER (2) 94-31	DATE (3) 10/94
ORGANIZATIONAL UNIT - Away From Home Services Porterville Developmental Center		PAGE 1 OF 3 PAGES (4)	
ADDRESS (number, street, city) P. O. Box 2000, Porterville, CA 93258		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 94-305	

ITEM NO. (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT (13)	SRC (14)	TOTAL (15)		
21.0			<p>Mission Statement: Coordinates activities associated with provision of educational services for clients. Included are administration of federal grants, provision of speech, audiology, and deaf-blind services.</p> <p>Resident Records: * Speech/Audiology Evaluations Deaf-Blind - Individual Education Plan</p>	P		Active +7 yrs.			Active +7 yrs	X	<p>Retention Criteria: Chief policy, unless otherwise noted.</p> <p>Title 22, Section 70751 (c) Client records including X-ray films or reproduction thereof shall be preserved safely for a minimum of seven years following discharge of the client except that the records of unemancipated minors shall be kept at least one year after such minor has reached the age of 18 years and, in any case, not less than seven years.</p> <p>Exempt from the seven year retention period is any clinical documentation that is pertinent to a suit or litigation involving the liability of the State, the Department of Developmental Services, or any officer or employee, or private litigation where a former client/resident is involved.</p> <p>Destruction: Confidential shred.</p>

* Exempt from disclosure to the public per Public Record Act, Section 6254 (c, k). Records and Information shall be disclosed only in cases stated in Welfare and Institutions Code, Section 4514 (clients).

STATE OF CALIFORNIA
RECORDS RETENTION SCHEDULE

STD 73 (REV 5-90)

See instructions in SAM 1600

DEPARTMENT (1) Developmental Services		SCHEDULE NUMBER (2) 94-31	DATE (3) 10/94
ORGANIZATIONAL UNIT - Away From Home Services Porterville Developmental Center		PAGE 2 OF 3 PAGES (4)	
ADDRESS (number, street, city) P. O. Box 2000, Porterville, CA 93258		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 94-305	

ITEM NO. (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT (13)	SRC (14)	TOTAL (15)		
2	19.5		Compensatory Education: Grant Application Budgets and Related Information Pre-post Test Scores Attendance Project Participant List	P		5 yrs.			5 yrs.		Maintained for five years per P.L. 89-313, Chapter 1, Compensatory Education. Destruction: Non-confidential.
3	4.5		Adult Basic Education: Grant Applications Budgets and Related Information Test Scores Attendance Enrollment Data (Computer File)	M		5 yrs.			5 yrs.		Destruction: Non-confidential.
4	.85		Equipment Inventory	P		Active			Active		Active for life of equipment. Destruction: Non-confidential.
5	2.125		Staff Personnel Records (copies) Official Personnel file maintained in Personnel Office. *	P		Active +5 yrs.			Active +5 yrs	XI	Active until employee separates and then retain for five more years. Destruction: Confidential shred.
6	1.5		Teacher Credentials - Staff Audiological Evaluations (copies) Official Personnel file maintained in Personnel Office; Employee Physicals maintained in the Public Health Office. *	P		Active +5 yrs.			Active +5 yrs	XI	Same as Item 5.

* Exempt from disclosure to the public per Public Record Act, Section 6254 (c, k). Data subject may access per Information Practices Act, Section 1798.34 (employees).

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DEPARTMENT (1) Developmental Services		SCHEDULE NUMBER (2) 94-31	DATE (3) 10/94
ORGANIZATIONAL UNIT - Away From Home Services Porterville Developmental Center		PAGE 3 OF 3 PAGES (4)	
ADDRESS (number, street, city) P. O. Box 2000, Porterville, CA 93258		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 94-305	

ITEM NO. (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT (13)	SRC (14)	TOTAL (15)		
7	.375	TRANSFER TO ARCHIVES	General Correspondence and Memos (Includes but not limited to memos to staff regarding assignments, and training sights; and letters regarding client movement.)	P		5 yrs.			5 yrs.		Destruction: Non-confidential.
8	1.125	TRANSFER TO ARCHIVES	Reports (Includes but not limited to Adult Basic Education and Chapter 1.)	P		5 yrs.			5 yrs.		Destruction: Non-confidential.
9	4.5		Maintenance and Purchase Requests	P		5 yrs.			5 yrs.		Destruction: Non-confidential.
10	.750	TRANSFER TO ARCHIVES	Committee Minutes	P		5 yrs.			5 yrs.		Destruction: Non-confidential.
11	21.5	TRANSFER TO ARCHIVES	Surveys	P		5 yrs.			5 yrs.		Destruction: Non-confidential.
12	3.5		Financial Reports and Records	P		5 yrs.			5 yrs.		Destruction: Non-confidential.
13	1		Vehicle Records	P		5 yrs.			5 yrs.		Destruction: Non-confidential.
14	3		Swimming Pool Records/Daily Log	P		4 yrs.			4 yrs.		Destruction: Non-confidential.
15	1	TRANSFER TO ARCHIVES	Residents' Activities Records *	P		5 yrs.			5 yrs.	X	Destruction: Confidential shred.
16	1.5	TRANSFER TO ARCHIVES	Residents' Training and Payroll Records *	P		Active +7 yrs.			Active +7 yrs	X	Same as item 1.
Total Cubic Feet = 88											

* Exempt from disclosure to the public per the Public Records Act, section 6254 (c, k). Records and information shall be disclosed only in cases stated in Welfare and Institutions Code, section 4514 (clients).